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full use of the detailed emittigles received from each traines in the improvement of future courses.

4. Approximately one week was taken up with regulatory or procedural subject matter of value to employees about to be assigned to field stations to engage in administrative functions. This would include logistics personnel scheduled for field assignments in the foreseeable future, except a small number of high-level professional people such as construction engineers. Such material in this category as would be of use to the professional individual just mentioned could be obtained by reading the appropriate regulation or with assistance from trained clerical people. Because of the changing nature of regulations and procedures and the fact that details of this kind are not long retained in the mind without practice or regettative use. It is believed that personnel who will not soon be required to use this material should not be required to take this training. The subjects and time required for each, in hours or minutes, are itemized below:

Time.

		1100
(1)	Study of Field Property Record Procedures	
Cuide		30
(2)	Study of Government Travel Regulations	40
(3)	Study of Accounting Procedures	1:00
(4)	Pay and Allowances at Field Stations	1:20
(5)	Domestic Travel and Per Diem Allowances	2:00
(6)	Finance in Operations	2:00
(7)	Administrative Project Procedures	1:20
(8)	Practice Work on Preparation of Travel	
Voucher		30
(9)	Review of Practice Work	30
(10)	Principles of Field Supply	1:00
(11)	Field Property Records Procedures	2:00
(12)	Study of Cable Procedures	30
(13)	Accounting and Financial Reports	3:00
(14)	Practice in Field Property Records	1:00
	Cable Procedures	2:00
(16)	Message Writing	1:00
(17)	Field Travel of Personnel and Handling of	
Househol	d Effects	1:50
(18)	Practice Work on Cables	1:45
(19)	Study of Dispatch and Pouch Procedures Guide	
(20)	Dispatch and Pouch Procedures	2:00
(21)	Practice Work on Dispatches and Pouches	1:00
(22)	Practice Work on Preparation of a Foreign	7.30
Travel V	ougher	40
(23)	Review of Practice Work on Foreign Travel	-40
Voucher	MATCH OF STRUCTOR HOLY OF LAIGNEY STRAFT	40
(24)	Study of Field Uniform Records Procedures	40
Guide	LAND AT THOSE METALIN IMPARTOR STOCOMITAD	45
(25)	Case and Agent Records and Field Files	1:30
(26)	Testing and Critiques on Above Subjects	7:20
(20)		38:20
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5. It is recommended:

a. That consideration be given to the preparation of an administrative procedure course of about one week's duration, enrollment in which would be required of selected personnel immediately prior to their transfer to a field station. This should include the subjects listed in paragraph 4.

b. That the subjects enumerated in paragraph 4 be removed from the Administrative Support Course which would have the effect of shortening it by one week.

JAMES A. GARRISON Chief of Logistics

IO/AS/WSW:lmr (17 July)

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